



Bret VandeLune, Polk County
Transportation Policy Committee Chair

David Carroll, Warren County
Transportation Technical Committee Chair

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NOTICE OF MEETING

Central Iowa Regional Transportation Planning Alliance Transportation Policy and Technical Committees

9:30 a.m., January 20, 2022

Hybrid Meeting

420 Watson Powell Jr Way, Suite 200, Des Moines, IA 50309

1. **Call to Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 3
 - Approve the November 18 and December 15, 2021 meeting minutes.
4. **DISCUSSION: Opportunity for Regional Transportation Issues to be Discussed and Public Input** Page 4
 - Opportunity for communities or individuals to present regional transportation issues for discussion or provide comments on items on the agenda.
5. **CONSENT and VOTE: Approve Financial Statements** Page 5
 - Report on the financial statements; consider approval.
6. **REPORT and VOTE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 2nd Quarter of Fiscal Year 2022**..... Page 6
 - Report on the MPO’s Invoice to CIRTPA for the 2nd Quarter of Fiscal Year 2022; consider approval.
7. **REPORT and VOTE: CIRTPA Officers for Calendar Year 2022** Page 7
 - Vote on the election of new officers for the calendar year.
8. **REPORT: Fiscal Year 2023 Unified Planning Work Program and Budget Development** Page 8
 - Report on the process to develop the next FY 2023 UPWP.
9. **REPORT: Federal Fiscal Year 2023-2026 Transportation Improvement Program Development** Page 9
 - Report on the process to develop the FFY 2023-2026 TIP.
10. **REPORT: Suballocation Review Committee Update** Page 10
 - Report on the December 13 Suballocation Review Committee.
11. **REPORT: CIRTPA TAP and Small Communities Fund Application Process Update**..... Page 11
 - Report on the CIRTPA TAP and Small Communities fund application process.
12. **REPORT: Community STBG Account Update**..... Page 12
 - Report on the communities’ current STBG account balances.
13. **Other Non-Action Items of Interest to the Committee**
14. **Next Meeting Date**
 - Approval of the next meeting date for 9:30 a.m., Thursday March 17, 2022, hybrid meeting.
15. **Adjournment**

Virtual login information is available on the following page.

Boone County • Dallas County • Jasper County • Madison County • Marion County
Polk County • Story County • Warren County • Adel • Boone • Huxley • Indianola
Knoxville • Nevada • Newton • Pella • Perry • Story City • Winterset

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Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/137556989>

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United States (Toll Free): [1 866 899 4679](tel:18668994679)

Access Code: 137-556-989

January 2022
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Approve the minutes of the November 18 Joint Committee Meeting and December 15 Policy Only Committee meeting.

BACKGROUND:

[Click here for a copy of the November 18 and December 15, 2021 meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the November 18 CIRTPA Joint Committee meeting and December 15 Policy only Committee meeting.

STAFF CONTACTS:

Andrew Collings, acollings@dmampo.org; and
Tracey Deckard, tdeckard@dmampo.org;
(515) 334-0075.

January 2022
Item No. 4

ISSUE: Opportunity for Regional Transportation Issues to be Discussed and Public Input

DISCUSSION: Opportunity for communities or individuals to present regional transportation issues for discussion.

BACKGROUND:

The CIRTPA sets aside time each month for individuals and non-CIRTPA communities within the CIRTPA planning area to come in and discuss regional transportation issues or provide comments on items on the agenda.

RECOMMENDATION:

None. Public discussion only.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org;
(515) 334-0075.

January 2022
Item No. 5

ISSUE: CIRTPA Financial Statements

CONSENT AND VOTE: Report and approval of the Financial Statements

BACKGROUND:

The CIRTPA staff continually tracks the CIRTPA's savings and checking accounts and prepares monthly and/or quarterly statements detailing all transactions.

[Click here for a copy of the most recent financial statements.](#)

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACTS:

Andrew Collings, acollings@dmampo.org;
(515) 334-0075.

January 2022
Item No. 6

ISSUE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 2nd Quarter of Fiscal Year 2022

REPORT AND VOTE: Brief report and approval of the Des Moines Area Metropolitan Planning Organization (MPO) Invoice to CIRTPA for the 2nd Quarter of Fiscal Year 2022

BACKGROUND:

The MPO bills the CIRTPA for work conducted on the CIRTPA's behalf on a quarterly basis. The MPO's 2nd Quarter Fiscal Year 2022 Invoice covers work conducted for the period beginning October 1, 2021 through December 31, 2022. If approved, the CIRTPA staff will proceed with reimbursing the MPO.

[Click here for a copy of the MPO 2nd Quarter Fiscal Year 2022 Invoice.](#)

RECOMMENDATION:

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 2nd Quarter of Fiscal Year 2022 billing period, October 1, 2021 through December 31, 2021.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org;
(515) 334-0075.

January 2022
 Item No. 7

ISSUE: CIRTPA Officers for Calendar Year 2021

VOTE: Elect officers for the calendar year.

BACKGROUND:

The CIRTPA will vote to elect calendar year 2022 officers. Officers required for Policy are a Chair, Vice-Chair, and a Secretary/Treasurer. Officers required for Tech are a Chair and Vice-Chair. The schedule required for this process is:

- January 2022 – Vote on calendar year 2022 officers at the CIRTPA meeting
- February 2022 – Elected officers will take over their new roles

Current officers are:

Transportation Policy Committee		Transportation Technical Committee	
<i>Chair</i>	Bret VandeLune	<i>Chair</i>	David Carroll
<i>Vice-Chair</i>	Anthony Brown	<i>Vice-Chair</i>	Tyler Christian
<i>Secretary/Treasurer</i>	Josh Wuebker		

RECOMMENDATION:

Staff recommends approval of officers for CY 2022.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org;
 (515) 334-0075.

January 2022
Item No. 8

ISSUE: *Fiscal Year 2023 Unified Planning Work Program and Budget Development*

REPORT: Discussion of the process to develop the next work program and budget.

BACKGROUND:

CIRTPA staff is beginning to develop the Fiscal Year 2023 Unified Planning Work Program (FY 2023 UPWP) and budget, which will document all planning activities the CIRTPA will perform from July 1, 2022, through June 30, 2023. The Iowa Department of Transportation (DOT) requires the UPWP to describe the CIRTPA's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the CIRTPA to submit a draft UPWP by April 1, 2022, and a final UPWP by June 1, 2022.

The CIRTPA staff asks for input from member governments and participating agencies on planning tasks for FY 2023 throughout the development of the UPWP. CIRTPA staff would welcome any proposals for special studies, plans, or other activities, as well as requests for local planning assistance.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

January 2022
Item No. 9

ISSUE: *Federal Fiscal Year 2023-2026 Transportation Improvement Program Development*

REPORT: Report on the process to develop the *Federal Fiscal Years 2023-2026 Transportation Improvement Program*.

BACKGROUND:

The Iowa DOT requires that the CIRTPA annually develop a four-year Transportation Improvement Program (TIP) that details the use of federal funds for transportation projects in the Regional Planning Affiliation Planning Area.

The CIRTPA staff begins work on the *Federal Fiscal Years 2023-2026 Transportation Improvement Program* (FFY 2023-2026 TIP) by providing each CIRTPA member government and participating agency a listing of their current TIP projects and associated information from the Iowa Department of Transportation's Transportation Program Management System for review and update.

The CIRTPA staff requests that member governments and agencies determine if projects currently programmed for FFY 2022 will receive FHWA authorization to proceed with development before September 30, 2022. If a project does not receive FHWA authorization before September 30, 2022, then the project will need to "roll-over" to a future year in the TIP.

The CIRTPA staff distributes status reports to member governments that currently have projects programmed in the TIP. Over the coming months, staff will contact each of these member governments to discuss the details of their respected projects.

[Click here for a copy of the TIP Development Schedule.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075.

January 2022
Item No. 10

ISSUE: Suballocation Review Committee

REPORT: Report on the December 13 Suballocation Review Committee meeting.

BACKGROUND:

The first Suballocation Review Committee was held on Monday, December 13, 2021. Review materials were sent out prior to the meeting. Also, during the meeting Staff gave a presentation on the funding history of CIRTPA, the reason we were discussing STBG funding suballocation, and potential options to consider.

[Click here for a copy of the meeting materials and presentation.](#)

Much of the discussion focused on potential different scenarios in which the City of Adel could receive funding. There were also some questions regarding Adel and if the community was going to be included in the Des Moines Urbanized Area. Staff does not think that will be the case but if Adel is, then it would automatically be included with the Des Moines Area MPO.

Staff will continue to develop different scenarios on how to potentially include Adel into future STBG suballocation distributions.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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January 2022
Item No. 11

ISSUE: CIRTPA TAP and Small Communities Fund Application Process Update

REPORT: Report on the CIRTPA TAP and Small Communities Fund application process.

BACKGROUND:

FFY 2026 TAP applications are due February 11, 2022.

[Click here for a copy of the FFY 2026 TAP Guidelines and Schedule](#)

[Click here for a copy of the FFY 2026 TAP Application Form 1](#)

[Click here for a copy of the TAP Scoring Criteria and Application Form 2](#)

FFY 2023 Small Communities STBG applications are due February 11, 2022.

[Click here for a copy of the FFY 2023 Application Packet.](#)

[Click here for a link to the online application form.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org;
(515) 334-0075.

January 2022
Item No. 12

ISSUE: Community STBG Account Update

REPORT: Report on communities' current STBG account balances.

BACKGROUND:

MPO staff will provide a report detailing projects programmed with RPA STBG funding and the account balances for communities receiving an STBG allocation.

[Click here for a copy of CIRTPA's Community STBG Account Report.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075